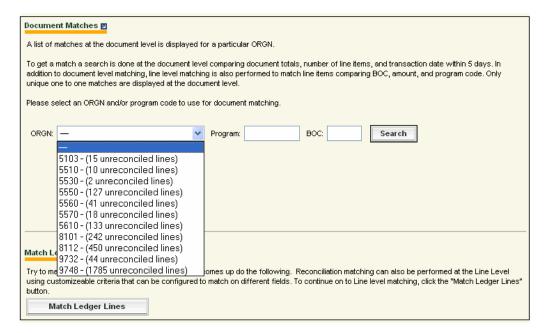### Document Matches

Step 1:

1. Matching is done at the document level by first comparing document totals, number of line items, and transaction date within 5 days. In addition to document level matching, line level matching is also performed to match line items comparing BOC, amount, and program code. Only unique one to one matches are displayed at the document level.

Select an ORGN and PROGRAM to use for document matching. BOC is optional but not mandatory.

*
  –   The ORGN dropdown menu displays a list of ORGNs that you have access to along with the number of unreconciled line items for each ORGN. Only ones with >0 unreconciled lines are displayed.
  –   For users with "ALL" access in FDW, this will be a textbox instead of a dropdown.

ORGN

Is the middle four digits of a specific program code, and always corresponds to a program code

(3rd thru 6th digits of the program code or 4th thru 7th of the Accounting Code)

Program

Program code is a 9 digit code made up of 2 digits appropriation, 1 digit division, 4 digits

organization, which includes division, and 3 digit reporting category.

Example: 523405030

BOC

The BOC code that has been assigned to the transaction in FFIS.
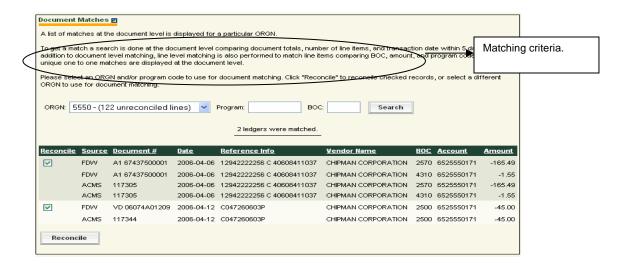
http://dab.nfc.usda.gov/pubs/docs/bocc/bocc.pdf

Step 2:

2. Search

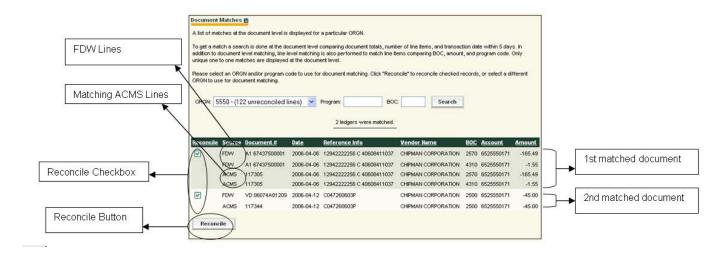**<Click>** to execute the search criteria.

Step 3:

Search Results
   •   If document matches are found, they will be displayed in the list.
   •   Only unique matches are displayed. If either document matches multiple ones, the matches are filtered out.
   •   Matching criteria is always displayed in the header information text.
   •   Document matching compares the following FDW and ACMS fields:
       –   Document total
       –   Number of line items
       –   Transaction date within 5 days
       –   Each line item must match on the following fields:
               •   BOC
               •   Amount
               •   Program Code

- Document matches are separated from each other through color highlighting.
- FDW record is displayed first, then the ACMS record.
  - Type of document is indicated by "Source" column.
- The Checkbox in left column indicates that you wish to reconcile the two item. They are initially checked and must be unchecked if you do not with to reconcile them.
- When you ready to reconcile the records, click on the "Reconcile" button.

Once you have reconciled all document matches, continue to the Ledger Line Matching screen.